



## **About Nippon Recruitment**

*Nippon Recruitment specializes in international recruitment worldwide, with a focus on Japanese companies or companies doing business with Japan. On behalf of our customer, a global supplier of engineering services, we are looking for a*

### **General Affairs & Sales Assistant, Den Haag (1092) Part-time, Japanese and English**

#### **Company information**

Our customer is one of the biggest Japanese Oil and Gas energy companies. They provide engineering and construction services all over the world.

#### **Job description**

- Supporting expats from Japan with resident registration, housing arrangements, schedule management, business trip arrangements, etc.
- Supporting employees with their business trips (Accommodation and transportation arrangements, etc.)
- Responsible for general affairs tasks (including basic accounting tasks)
- Sales support (online survey, document creation, etc.)

#### **Job requirements**

In order to qualify for this versatile and challenging position, required are at least the following criteria:

- Native level of **Japanese** and Business level of **English** (Dutch language is plus)
- Holding a valid residence & work permit
- Familiar with basic computer skills (e.g. MS Office)
- Good communication skills and team worker

Are you looking for this international and challenging role, then please send your CV to Ayana Otahara ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call + 31 6 3013 7769.